

eCourseware: Blogs

Center for Teaching and Learning (CTL)

100 Administration Bldg., Memphis, TN 38152

Phone: 901.678.8888

Email: itstrainers@memphis.edu

[Center for Teaching and Learning Website](#)

8/9/2021

Brought to you by:
umTech & The Center for Teaching & Learning

Table of Contents

Creating a Blog Entry	4
Viewing Blog	5
Editing Blog	5
Adding Blog Comments	6
Following Other Users' Blogs	6
Add users to your Blog Watch	6
View blogs you follow	7
Delete users from your Blog Watch.....	7
Sharing Blogs Outside of eCourseware.....	8
Share your blog with other users	8
Service Desk Request	9
Submitting a Ticket.....	9
Call the ITS Service Desk (901.678.8888) any day of the week!	9
Important Links	9

Purpose

This documentation highlights how to use the Blogs feature in eCourseware.

Audience

This documentation is intended for University Faculty and Staff.

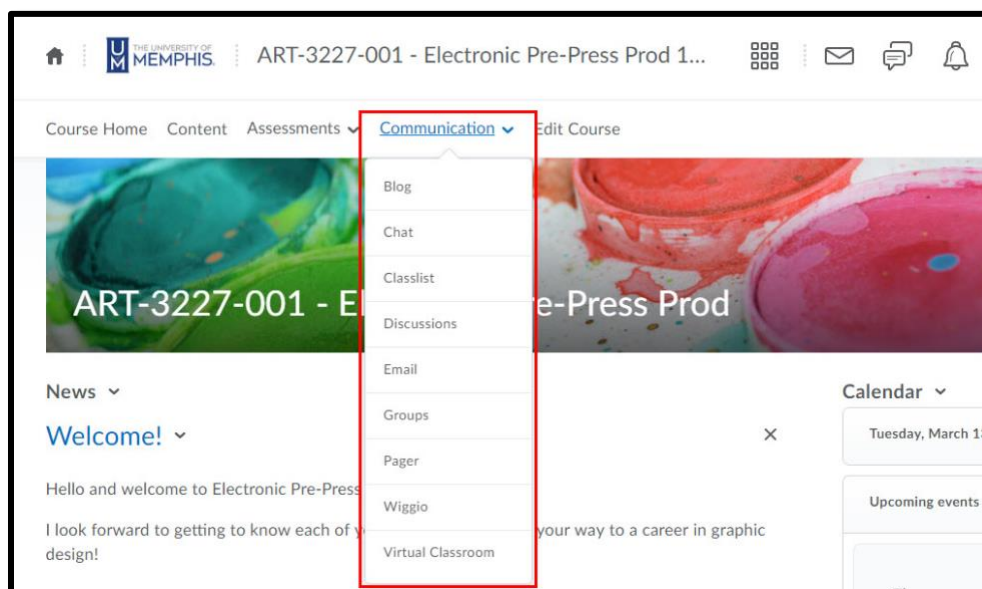
Blogs

The eCourseware Blog tool is a way for users to share information. Users are able to use the eCourseware blog to post and respond to questions, engage in discussions, and share opinions and comments with other users. Blog entries can be public or private.

The Blog tool has three main areas:

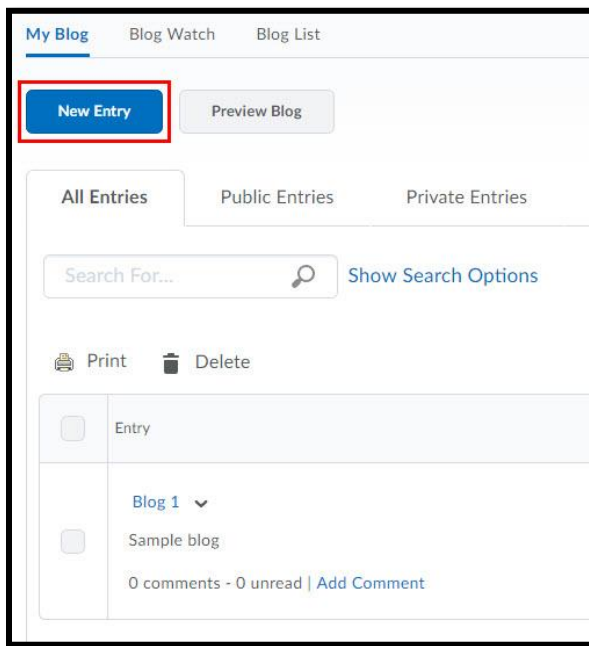
- **My Blog** for creating and maintaining your own blog.
- **Blog Watch** for reading other users' blogs.
- **Blog List** for setting up which other users' blogs you want to watch.

To access the eCourseware blog, select the drop-down menu from the course home navigation bar. Click the **Blog** tool on the course navigation bar.



Creating a Blog Entry

1. Click **Blog** on the navbar.
2. Click **New Entry** on the My Blog page.



3. Enter a **Title**, which appears in the blog entry list after you publish it. The title should be something descriptive and easy to identify.
4. Add **Content**.
5. Select **Make entry public** if you want to allow other users to view your blog entry.
6. Select **Allow Comments** if you want to allow other users to comment on your blog entry.
7. Change the **Entry Date** if you want the blog entry to show a different date from the current date and time. Click **Now** to revert to the default values. The Blog tool displays the most recent entries first, according to the entry date you set.
8. Click **Save**.
9. Click **Cancel** to return to the My Blog page.

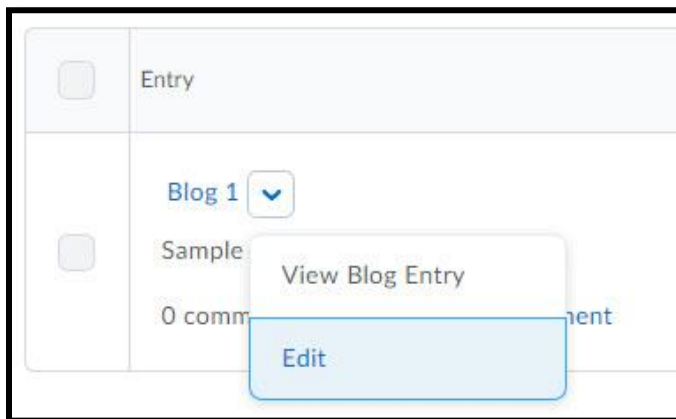
Viewing Blog

1. On the My Blog page, use the **All Entries**, **Public Entries**, and **Private Entries** tabs to view your blog entries.
2. Click **Preview Blog** to view how your blog appears to others.



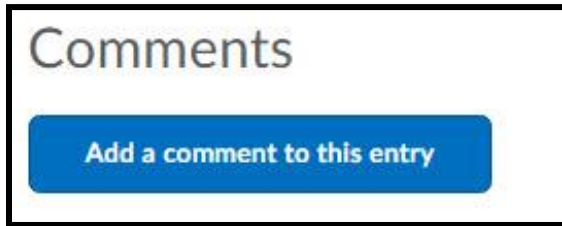
Editing Blog

1. On the My Blog page, use the **All Entries**, **Public Entries**, and **Private Entries** tabs to view your blog entries.
2. Click **Edit** to make adjustments to your post.



Adding Blog Comments

1. Click the **Add Comment** link in the entry you want to comment on.



2. Enter your comment in the **Comment** field.
3. Select **Make this comment anonymous** to submit an anonymous comment.
4. Click **Save Comment**.

Following Other Users' Blogs

The eCourseware Blog tool allows user to add peers, friends, and acquaintances to their Blog Watch to keep current on topics and events that interest them.

The **Blog Watch** list is empty by default. You must first add blogs to watch from the **Blog List** to populate your **Blog Watch**.



Add users to your Blog Watch

1. On the My Blog page, click **Blog List**.
2. You can then either:
 - a. Enter any portion of the first or last name of the user you want to add in the **Search For** field.
 - b. Click the **Show Search Options** link for more options.
 - c. Navigate the entire list of users.
3. Select the check box beside any user you want to watch.
4. Click **Add** at the top or bottom of the list.

View blogs you follow

Click **Blog Watch** from the tool navigation to see recent posts from the blogs you follow.

Delete users from your Blog Watch

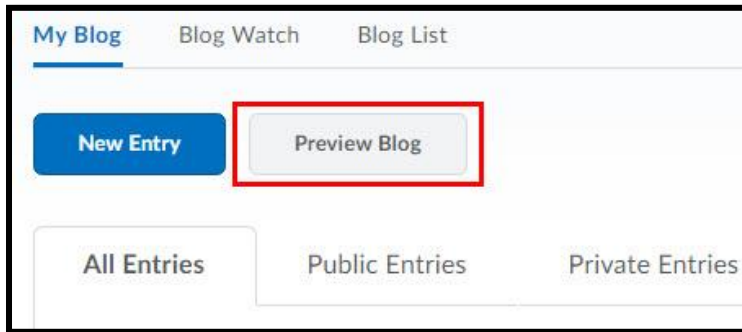
1. On the My Blog page, click **Blog List**.
2. Select the users you want to delete.
3. Click **Remove** at the top or bottom of the list.

Sharing Blogs Outside of eCourseware

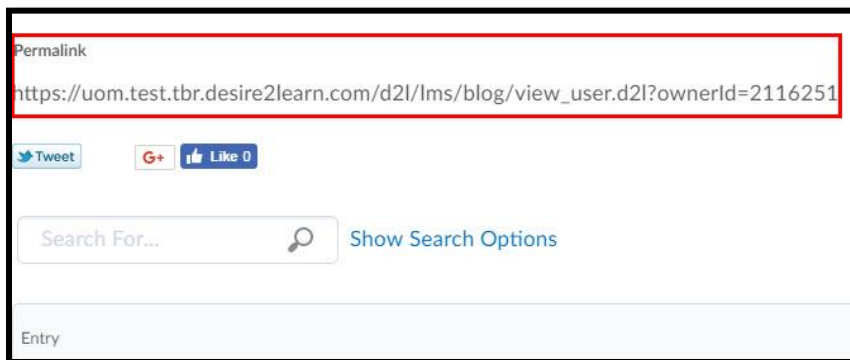
Users are able to share their blog with friends, family, and acquaintances that are not a part of eCourseware by providing them with the permanent URL for your blog.

Share your blog with other users

1. On the My Blog page, click **Preview Blog**.



2. Copy the URL from the **Permalink** field set under your blog's name.
3. Share the URL with the people you want to read your blog.



Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
 - [Here is a link to our service desk ticketing system](#)
 - After logging in, choose the link **Request Help or Services**.
 - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
 - Monday - Friday 8:00 am - 8:00 pm
 - Saturday 10:00 am - 2:00 pm
 - Sunday 1:00 pm - 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or submit a service request.
- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- [Explore the umTech Website](#)
- [Center for Teaching and Learning \(CTL\) Website](#)
- [Search our Training and Documentation](#)